REGISTRAR OF VOTERS

Reconciliation of Early Vote CVR/Provisional Ballot Envelopes

PROCEDURE DOCUMENT – Version 1.1

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Contents

Scope

CVR's will be processed by Early Vote staff via Panorama. Upon completion, they will deliver it to the Voter Records Department to be Quality Controlled (QC'd) and to add the missing information needed in the voter's record that cannot be added via Panorama. This procedure provides general directions that outline the steps taken by the Voter Records Department to reconcile Early Vote CVR/Provisional red Ballot boxes received from Early Vote Sites.

Supplies

- Early Vote CVR/Provisional red Ballot boxes
- Dims.net
- Hand Held Scanner
- Box cutter
- Red Vests

- ROV seals for Ballot Boxes
- Magnum black sharpie (large size)
- Scanner
- 2 staff members per box
- Early vote reconciliation log

Receive Early Vote CVR/Provisional Red Ballot Box

1) Red Vest must be worn at all times during handling of CVR's.
2) During the reconciliation process you will receive an Early Vote CVR box with a corresponding Early Vote CVR Ballot log that Early Vote uses to keep track of the CVR's. If this log is missing please contact your Supervisor.
   a) Ensure that the Early Vote CVR Ballot log is for the correct box. Early Vote Site on spreadsheet should match the Early Vote site on the Box's seal.
   b) Write the PPID (Polling Place ID) on the top right hand corner of the spreadsheet.
   c) If there are more than page per box, number the pages at the bottom right.
      i) Ex: ½ & 2/2

Reconcile Early Vote CVR/Provisional Red Ballot Box

1) Open the Early Vote CVR/Provisional red Ballot box with the box cutter always going the direction away from you.
   a) Organize all envelopes to face the same direction.
2) While Staff member Number 1 reads the name of the first person on the log, Staff member number 2 will search the CVR box for the named envelope.
   a) When the corresponding envelope is found. Staff member number 2 will read the Control number (barcode) out loud.
   b) Staff member 1 will ensure this must Control number matches the spreadsheet under "**CVR Envelope #**".
   c) If it matches, Staff member 1 will draw a checkmark next the CVR envelope # on the spreadsheet. If it does not match, contact your supervisor.

Scan the Envelopes into the Intranet Scanning Module

1) Open the ROV Intranet Application ▮▮▮▮▮▮
   a) Navigate to "Provisional Voters" on the menu located to the left and click on "Scanning".

2) Turn on hand held scanner by pressing and holding the trigger until the red light comes on.

   a) Scan the barcode on the EV-CVR Ballot Box in the scanning module of the Intranet.

   b) Make sure that the correct location name populates next to "Voting Location" (i.e… Registrar of Voters).

3) Begin scanning in each envelope control number (in the order that was previously determined by the spreadsheet).
   a) Ensure that all barcodes scanned match the control number of each envelope.

QCing the Affidavit

1) Open the DIMS application.
   a) Navigate to "Voters > Find Voter"
   b) Locate the voter's record using any information listed on the CVR envelope
      i) The stub in the pocket of the CVR usually has the voter ID on it
   c) Open the voters record
   d) Confirm that all of the information on the CVR was input correctly.
   e) **Even if you make no changes, update the reason code to "VC-Update Registration"**
   f) Press OK to save and close the voters record.

Scanning into DIMS Process

1) Open Dims Application.

a) Navigate to "Election > Provisional Voters > Find Provisional Voter > **Ensure that the right election has been selected** > Find voter by name".
b) Use Wild Card (%) if necessary and search for voter.
c) Navigate to "**Import Details**" tab.

d) Under the "**Source**" field Select "**WALK-INS**".
e) Enter the same number found in "**Old Cons**" into the fields labeled "**New Cons,**" "**Actual Cons,**" and "**Actual Ball type**".
f) Click on the drop down for "**Reason**" and select "**In Review**"
g) Scan each envelope in "**Control #**" section
h) Once the envelope is scanned the window will close. Reopen window to ensure that the correct barcode was scanned in.

Storing the Early Vote CVR/Provisional red Ballot Boxes

1) Place envelopes back into box in the order the Early Vote CVR Ballot Log shows.
   a) Both staff members must date and initial the Early Vote CVR Ballot Log to indicate that each envelope was accounted for, scanned in, and placed in the box.
   b) Using a Magnum Sharpie write an X on the side of the ballot box (this indicates that the box and its contents have been checked in and accounted for).
2) Seal Ballot Box.
   a) Both staff members must print name, initial, and date.
   b) Place new seal on ballot box.
3) Scan Early Vote – CVR Ballot Log into OPS Drive.
   a) Using Copier 1, scan in Early Vote – CVR Ballot Log (landscape) into Voter Records folder.
   b) To locate the scanned document, on your computer go to the scan folder.
      i) Open scan to make sure the file is the correct one
      ii) Cut the file
      iii) Paste file to the relevant election canvass folder.
      iv) Rename file: Log_EV-VR CVR Reconciliation_YEAR-MM-DD
      v) Put the physical copy of the Reconciliation spreadsheet in the folder labelled "Early Vote Logs" on the Department Supervisor's desk
4) Store the box(es) in their assigned location (under instruction of Department Supervisor).

Authorization

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